
LOS ANGELES COUNTY

COMMISSION ON HIV HEALTH SERVICES

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While not required of meeting participants, signing-in constitutes public notice of attendance. Presence at meetings is recorded solely based on sign-in sheets, and not signing-in constitutes absence for Committee members.

Only members of the Commission on HIV Health Services are accorded voting privileges, thus Commissioners who have not signed in cannot vote.

Approved 12/9/04

COMMISSION MEETING MINUTES

October 14, 2004

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS PRESENT	OAPP STAFF
Al Ballesteros, <i>Co-Chair</i>	Nettie DeAugustine, <i>Co-Chair</i>	Mario Chavez	Patty Gibson
Ruben Acosta	John Caranto	Michael Guerrero	Michael Green
Adrian Aguilar	Ruth Davis	Miki Jackson	Jan King
Carla Bailey	Nancy Eugenio	Tracy Jordan	Vicki Nagata
Anthony Braswell	Rebecca Johnson-Heath	Kevin Lewis	Diana Vasquez
Mark Briggs	Marcy Kaplan	Maxine Liggins	Juhua Wu
Carrie Broadus	Michael Lewis	Davyd McCoy	
Robert Butler	Elizabeth Marte	Ruel Nollado	
Charles Carter	John Palomo	Michael O'Connor	
Richard Eastman	Mark Parra	Brenda Padilla	
Whitney Engeran	Chris Perry	Carlos Peralta	
Hugo Farias	Alexis Rivera	Jane Price	
Gunther Freehill	Fontaine Shockley	James Skinner	
William Fuentes	Vanessa Talamantes	Gary Vrooman	
David Giugni	Fariba Younai	Jan Wise	
John Griggs		Patricia Woody	
Charles Henry		Jose Zamora	COMMISSION STAFF and CONTRACTORS
Wilbert Jordan			
Brad Land			
Anna Long			
Andrew Ma			
Elizabeth Mendia			
Vicky Ortega			
Dana Pierce-Hedge			
Wendy Schwartz			
Paul Scott			
Kathy Watt			

- I. **CALL TO ORDER:** Mr. Ballesteros called the meeting to order at 9:55 am. Self-introductions were made.
- II. **APPROVAL OF AGENDA:** The agenda was approved.
MOTION #1: *Motion passed by consensus.*
- III. **APPROVAL OF MEETING MINUTES:** The September 9, 2004 meeting minutes were approved.
MOTION #2: *Motion passed by consensus.*
- IV. **PARLIAMENTARY TRAINING:** Mr. Stewart thanked everyone who had referred his services to other parties. He has been with the Commission for the last two years, feels there has been a significant change in the tone of these meetings and is grateful to everyone who has helped make a difference.

V. **PUBLIC COMMENT, NON-AGENDIZED:** Brenda Padilla, Director of Client Services for Bienestar Human Services, spoke on behalf of Pals for Help in Clinica Monseñor Oscar Romero and Bienestar about language services. She reported that after 10 years, these funds were no longer available to these organizations for people who were limited in English. She asked that the Commission reconsider its decision not to fund English/Spanish translation services. She brought flyers inviting bilingual people in the community to be trained to assist with these services. Ms. Padilla also asked that the Commission direct medical providers to identify key staff in their medical facilities to be trained also.

VI. **CO-CHAIRS'S REPORT:**

A. LAC Sheriff: Correctional Services

- Tracy Jordan, HIV Coordinator with the Los Angeles County Sheriff's Department, described some of the HIV services available in the County jails. She gave a brief history of the Sheriff's Department involvement with HIV services, noting that they partner with community-based providers to provide the services. Ms. Jordan said that they had recently developed a course to certify deputies and custody assistants to offer services according to Corrections Department standards. This panel includes a two-hour course and they will visit various facilities for an overview of HIV/AIDS, hepatitis, STD, tuberculosis with a special component of the training devoted to transgender sensitivity. Ms. Jordan's talk included Powerpoint and video presentations as well.

B. Annual Meeting

- Mr. Ballesteros reported that the Annual Meeting had been scheduled for November 15 and 16, 2004, and that it would replace the November Commission meeting. He indicated that the venue would be provided within a week.

C. EMA Relationship Training Report

- Mr. Ballesteros referred to the reports in the packet, asked people to review them, and return in December prepared for further discussion.

D. Title I Application Letter of Endorsement

- Mr. Ballesteros informed the Commission that the Co-Chairs needed to forward the enclosed, signed Letter of Endorsement to OAPP that is included in the Title I application.

VII. **STATE OFFICE OF AIDS (OA) REPORT:**

- Ms. Dana Pierce-Hedge reported that the vouchers for viral and resistance testing were sent out on September 30, 2004. They were allowed to use the rebate money which will help them expedite the vouchers during the budget crunch and reduced the red tape that they would have to encounter to get the vouchers out into the public domain.
- Ms. Pierce-Hedge added that the Office of AIDS was using the community planning process to review the allocation of Title II funds, and will be meeting in November to develop a revised formula for the distribution of those funds.
- The California Performance Report (CPR) is still being considered in a public hearing process, but she noted that some of the recommendations regarding names-based HIV reporting were moving forward. There have been some inquiries from people about the medical changes that were also recommended in that report, but she did not have any additional information on those issues.

VIII. **OAPP REPORT:**

- Mr. Henry reminded everyone that the Ryan White Title I application was due on November 10, 2004.
- He expressed how proud he was of his staff's accomplishments ensuring that 100% of their contracts had received a program review during the prior year. The department had increased fiscal monitoring consistent with both the weaknesses noted in the prior Title I application and the Project Officer's concern about the frequency of fiscal monitoring. He expressed confidence that fiscal monitoring would continue to expand more in alignment with HRSA's expectations.
- He reported that OAPP had released and closed two RFP process for the substance abuse and residential services, and that they were orienting and training review panel members to evaluate and score the RFP responses. He added that the RFPs were consistent with the Mercer Rate Study that the Commission had endorsed and adopted. The final Mercer document had been posted to their website and hard copies were available by calling the office if interested.
- Mr. Henry also added that the Department instructed the Office to rescind the Hospice portion of the RFP; noting that it would be released within 60 to 90 days once some questions are clarified. He reiterated that Mercer's review and analysis was sound and appropriate, and encouraged everyone to review and understand it. For the record, he noted that there had been some community discussion about the report and there had been minimal response and/or concern expressed. He went on to say that OAPP and the Commission both shared the responsibility and some need to educate the community about the priority-setting process and to explain how difficult it was to allocate funding for services in the face of restricted or declining funding. Mr. Henry said it was troubling for OAPP to be criticized

for closing programs or eliminating service outside of a pattern that was consistent with the current utilization and consumption of services.

- The Medical Outpatient Rate Study continues, with staff working with consultants to schedule the focus group discussion early the following month. Mr. Engeran asked about the Rate Study in progress, noting that as the EMA moved towards implementing multiple rate studies, it is important that the integrity of the first rate study be honored. Mr. Land felt that the Commission needed to be more proactive and take a stand reiterating the Commission's support of the process. Ms. Broadus said that sound public health policy should focus on community development, economic sustainability, and developing more expertise around collective decision-making. Ms. Watt concurred, recommending that the Commission query the Department why it was not honoring the process. Mr. Engeran suggested it would be wise to consider defining the role the Commission needed to assert in the process.
- Mr. Henry asked the Commission to withhold any action pending the Department's review within 60 to 90 days, noting that there was one process involving a specific solicitation of services consistent with the rate study that the Department was still reviewing. Mr. Vincent-Jones suggested this matter be discussed at the Public Policy meeting the next day and to propose a plan to the Executive Committee in the following two weeks. The body concurred with the recommendation.

IX. HIV EPIDEMIOLOGY PROGRAM REPORT: The item was postponed.

XI. STANDING COMMITTEE REPORTS:

A. Finance Committee

1. ***Year 12 Assessment of the Administrative Mechanism Follow-Up***
 - Ms. Bailey referred to the follow-up plan in the packet, noting that the Committee reviewed the recommendations, in concert with OAPP, proposed the attached timeline for addressing the recommended actions resulting from the Year 12 Assessment.
MOTION #3: Motion passed by consensus.
2. ***Year 14 PC Support Expenditures***
 - Mr. Vincent-Jones reported that the Commission is now halfway through the program year, endeavoring to best estimate where it will end the year financially, and to calculate how much will be spent by each line item. Mr. Engeran asked if it would be wise to have Committee operational budgets for committee activities. Mr. Vincent-Jones responded that it was a good suggestion for next year's budget. With a year of experience and with full staffing soon, he added that he would be better able to estimate each committee's expenses.
3. ***Year 14 Revised Allocations***
 - Mr. Ma reported the report had been submitted to HRSA based upon the Year 14 Grant Award.
4. ***Year 14 Financial Reports***
 - Total to-date Title I expenditures were \$14,000,408, with \$22,118,000 remaining; Title II has spent \$922,000, with \$2,360,000 remaining to be spent.
 - This final Year 13 Expenditure Report indicates that the EMA maximized its grant and spent all of its available funding for Title I and Title II.

B. Public Policy Committee

1. ***Names-Based HIV Surveillance***
 - Mr. Engeran reported that the Board of Supervisors voted 4 to 1 the prior Tuesday to adopt the Commission's proposed names-based HIV reporting policy. He noted that Supervisors Yaroslavsky and Knabe specifically indicated that they were impressed by the Commission's process and the diligence the Commission used to consider the issue. Mr. Engeran thanked the Department of Health Services, John Schunhoff, Gordon Bunch, and everyone who was involved for their hard work.
 - a. Educational Efforts: A working group is currently putting together a Spanish-language presentation and educational forum and will report back to the Commission once more information is available.
2. ***Reauthorization***
 - a. Hearings: Mr. Engeran announced the two hearings were set for October 21 and 22, one at Pacific Health Care Clinic in Pasadena, and the other at The Parr Health Enhancement Center at St. Mary Medical Center in Long Beach. Flyers were included in the packet and at the information table. Mr. Vincent-Jones reminded the audience that interpreters could be provided, as needed and with advance notice.

- b. **Paradigms and Key Principles:** Mr. Engeran began his presentation explaining the core elements of the Commission's upcoming Reauthorization discussion. He explained that the Committee recommended both the paradigms and operating values to help guide the discussions, and the language for the Key Principles.
MOTION #4: *Passed by roll call vote.*

C. Standards of Care (SOC) Committee

1. *Rate Study Sequence*

- Dr. Jordan reported that when this item was originally submitted in August; OAPP requested the proposed Rate Study sequence be held for a month to have time to consider it and to suggest possible changes. Mr. Freehill said he had a revised version in the office, and there were few recommended changes, but they did not have the information with them. Ms. Broadus wanted it made clear that the only item being discussed was the Rate Study sequence and not the Standards Development timeline, which had already been approved by the Commission.

MOTION #5: *Will be continued next month.*

2. *Patients Bill of Rights*

- Dr. Jordan asked that this item be approved as presented. Mr. Vincent-Jones clarified that it had been approved previously with the understanding that minor alterations did not need to be brought back to the Commission, but that OAPP had requested another vote. Mr. Ballesteros asked that it be translated into Spanish.

MOTION #6: *Passed by Consensus.*

- D. Priorities and Planning (P&P) Committee:** Mr. Land reported that the Committee would be guests at the upcoming Service Provider Network (SPN) Integrated Meeting to discuss possible working relationships with the Service Provider Networks, especially in light of the enhanced SPN involvement with the new Commission membership. Mr. Land mentioned that during the part of the last year, he had been the only Co-Chair for the Committee, but that Co-Chair elections would be held in the following month.

1. *Continuum of Care Revision*

- The revised visual representation of the Continuum of Care had been approved the prior year, but there had been some alterations related to HIV Counseling/Testing Partner Counseling/Referral Health Education/ Risk Reduction in the diagram, and the changes made in the Year 15 Priority- and Allocation-Setting Process were incorporated.

MOTION #7: *Passed by Consensus.*

E. Recruitment, Diversity and Bylaws (RD&B) Committee

1. *Ordinance/Sunset Review*

- Mr. Butler referenced the Sunset Review from the Auditor-Controller, along with an attendance record for every Commission meeting during the period of review. Ms. Broadus asked if we could find out how the Auditor-Controller calculated the attendance percentage. If this is quarterly attendance and an individual started at the end of the quarter, would it reflect attendance for three months rather than one. Mr. Briggs expressed concern that the public record might be inaccurate, and that it might impact the Commissioners' application resubmissions, since attendance is one of the criterion assessed in the scoring and evaluation of applications. Mr. Vincent-Jones responded that, as far as he could tell, the record was accurate, but he would check with the Auditor-Controller on Ms. Broadus's questions. He added that even if Ms. Broadus' question was proven accurate, it would not have a significant impact on the public attendance records.
- Mr. Vincent-Jones reminded everyone that the Commission had originally requested a Sunset Review date of either two or seven years from the new date, in order for the Sunset Review to follow Reauthorization rather than preceding it. He added that he had recommended it to the Auditor-Controller, but they had responded that it was a matter for the Audit Committee to decide, and they used a traditional four-year Sunset Review period.
- Mr. Butler reported that the Committee had received 62 applications to date. They would try to prepare recommendations by the end of the month. Mr. Land asked at what point would candidates be notified of their nominations. Mr. Vincent-Jones responded that although the Commission would at some point approve their nominations, the Board would still have to appoint them. At this time they would be notified of the Committee and/or Commission recommendations, but that there were still subsequent steps to follow.

XII. EXECUTIVE DIRECTOR'S REPORT:

- A. **Staffing Progress:** Mr. Vincent-Jones introduced Libby Boyce as the Commission's new Planning Manager and Assistant Director. He noted that Virginia Gomez would be getting married the following weekend. He informed the Commission of interviews scheduled during the next two weeks for the two remaining managerial positions, in hopes of making some decisions very soon. Once these two positions are filled, he continued, there would be only one remaining clerical support staff position to fill.

XIII. PREVENTION PLANNING COMMITTEE (PPC) REPORT: Ms. Ortega reported that the PPC held their Annual Meeting at Luminarias in Monterey Park, October 4-5, 2004. Several presentations were made; a draft of the new prevention plan was distributed to the PPC members. After carefully developing work plans for their subcommittees, they decided to eliminate their Youth Leadership Subcommittee, reasoning that the PPC intends to engage youth in all of the subcommittees.

XIV. COMMISSION COMMENT, NON-AGENDIZED:

- Mr. Aguilar requested that the Commission make it a priority in their forthcoming year to have an orientation or training for all new Commissioners on how to communicate properly with their constituent representatives. He announced that West Hollywood is hosting a seminar on crystal meth—featuring LA Shanti, CIDA and Don Ho—on October 20, 2004 from 7:00 p.m. to 9:00 p.m. in the West Hollywood Park Auditorium.
- Mr. Acosta shared that the prior Tuesday the County Board of Supervisors recognized some of the work that the Los Angeles Centers for Alcohol and Drug Users did for Latino HIV Awareness.
- Mr. Scott announced the Black AIDS Institute is holding the Heroes in a Struggle Event on November 12, 2004 at the Director's Guild of America.
- Mr. Land invited everyone to the Pasadena Posada on December 4, 2004 starting at 6:00 p.m. He thanked his constituents Mario Chavez and James Skinner for attending the day's meeting.
- Ms. Broadus announced that the Second District HIV/AIDS Community Coalition would be celebrating its eighth year on October 25, 2004 from 10:00 a.m. to 12:00 noon. at 801 West 70th Street, South Los Angeles. Dr. Jordan will be on the agenda to update recent Epi data and the 2nd District Health Deputy Patricia Miller would be attending as well.
- Ms. Watt announced an event in honor of National Latino AIDS Awareness Day at California Plaza, the Watercourt Stage, at 7:00 p.m. She noted that they had conducted family AIDS awareness activities in four of the SPAs and distributed educational kits at venues throughout the Southland.
- Mr. Engeran announced that the Long Beach Comprehensive HIV Planning Group had transitioned into the SPA 8 Service Provider Network (SPN). He encouraged all of the Commissioners to discuss the core elements that were discussed during Public Policy, and to prepare the SPNs for discussions at the Annual Meeting.
- Mr. Eastman reminded everyone of the national election on November 2nd, and noted that during the recent Vice Presidential debate, neither candidate could answer a question about the impact of the AIDS epidemic on black women in America.

XV. ANNOUNCEMENTS:

- Ms. Jordan announced that the Sheriff's Department Jail HIV/AIDS Services Program was recently selected as a Top Ten Award winner by the Los Angeles County Quality and Productivity Commission. The Awards Ceremony will take place at the Dorothy Chandler Pavilion on October 27, 2004, and they will receive acknowledgement by the Board of Supervisors on November 9, 2004.

XVI. ADJOURNMENT: The meeting adjourned in the honor of Christopher Reeves, at the request of Mr. Engeran, at 1:15 p.m.

MOTION AND VOTING SUMMARY		
MOTION #1: Approve the Agenda Order.	<i>Passed by Consensus</i>	Motion Passed
MOTION #2: Approve the minutes from the September 9, 2004 Commission on HIV Health Services meeting.	<i>Passed by Consensus</i>	Motion Passed
MOTION #3: Approve the proposed follow-up plans to the Year 12 Assessment of the Administrative Mechanism recommendations, as presented.	<i>Passed by Consensus</i>	Motion Passed
MOTION #4: Approve the outcome, paradigms, operating values and key principles for the Annual Meeting Reauthorization meeting, as presented.	<i>Ayes: Bailey, Ballesteros, Braswell, Broadus, Butler, Carter, Eastman, Engeran, Fuentes, Giugni, Briggs, Griggs, Jordan, Land, Long, Ma, Mendia, Ortega, Pierce-Hedge, Schwartz, Scott, Watt</i> <i>Abstentions: Acosta, Aguilar, Farias</i>	Motion Passed Ayes: 22 Opposed: 0 Abstentions: 3
MOTION #5: Approve the proposed rate study sequence, as presented.	<i>Postponed until December meeting</i>	Motion Postponed
MOTION #6: Approve the Patients Bill of Rights, as presented, and delegate future modifications, if not significant, to the Standards of Care (SOC) Committee for approval.	<i>Passed by Consensus</i>	Motion Passed
MOTION #7: Adopt the presented diagram as the visual presentation of the Continuum of Care, and delegate future modifications, if not significant, to the Priorities and Planning (P&P) Committee for approval.	<i>Passed by Consensus</i>	Motion Passed